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Governor



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Commissioner

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**James A. Carder**  
Director  
Division of Accounting

**TO:** Agency Payroll and Fiscal Officers  
**FROM:** James A. Carder  
**DATE:** July 1, 2002  
**RE:** Cut-Off Schedule for SAM II/HR Accounting Adjustments

In order to control our data processing costs, we are continuing the quarterly cut-off schedule for SAM II/HR accounting adjustments. The SAM II/HR schedule will be similar to the current schedule for the SAM II/Financial system. The schedule for the new fiscal year will be as follows:

MONTH POSTED	CUT-OFF DATE
July 2002 – September 2002	October 31, 2002
October 2002 – December 2002	January 31, 2003
January 2003 – March 2003	April 30, 2003
April 2003	May 30, 2003
May 2003	June 23, 2003
June 2003	July 15, 2003

All adjustments for posted transactions must be received in the Division of Accounting by the above cut-off dates. Documents submitted after the cut-off date must be accompanied by a strong justification. In order to reduce data processing expenses, the records for the months posted will be archived from the HR system after the Division of Accounting enters the adjustments. Approved exceptions to adjust archived records will require the expensive process of reloading the archived records to the HR system. These additional costs may be billed to the agency requesting the exception, should it be approved.

Please ensure that the information is correct for the adjustments submitted and all accounting codes are valid and open in Financial. Any rejects will be returned to the agency for immediate correction and resubmission.

For transactions originally posted during the last three months of the fiscal year, we have altered the quarterly cut-off schedule to a monthly schedule to ensure that we can enter all adjustment requests received. Please use the PACC format attached to submit your adjustment requests to the Division of Accounting. When completing the PACC information please remember that:

- When using the MASS change function, the system will read and change every JVP for that payroll run that was charged to the old accounting distribution
- Fiscal month for July is 01, August is 02, etc.
- Percentage or Dollar Amount represents the percentage or dollar value of the New Distribution. When using the percentage based distribution, the total of the new lines must equal 100%. Agencies are limited to four decimal points (25% is entered .2500). When using the dollar based distribution method, the value must be between .01 and the dollar amount of the original accounting line. The total of all dollar amount lines must equal the amount of the original line.
- The Budget FY field is not required except for continuing appropriations.
- FM/FY will be inferred on the New Accounting Distribution. It is only required on the Old Accounting Distribution line.

If you have any questions regarding this schedule, please contact Vandee DeVore, (573) 522-5863.

JD:VD:tv/oper/cutoffscheduleforSAMIIHRaccountingadjustments

Attachment

